

## **Minutes: Master Plan Steering Committee – August 12, 2020 – Virtual Meeting**

Committee Members attending: Janne Corneil (Chair), Stacy Lennon. Barbara (Barney) Arnold, Madeleine Blake, Tanya White, Bob Zogg, John Ballantine, Lynne Lipinsky.

Absent: Kerry Kissinger, Angie Verge, Eva Mostoufi, Jason Molten, Jessica Nierenberg.

Also in Attendance: George Mansfield, Gretchen Caywood, Christina Christodouloupoulos (Hemlock Hill Rd), Kierthan Lathrop (Suffolk Ln), Mihir Singh (Hanover Rd), and Carren Panico (Mosquito).

Janne called the meeting to order at 7:05 pm.

### **Presentation of MP work by summer interns**

Janne reminded the Committee members that one group of interns has been focusing on several aspects of GIS mapping of Town data, and a second group has been developing an interactive MP website.

The mapping group consists of resident student interns Kierthan Lathrop, Mihir Singh, Will Chaffin, Karsten DeMay, Peter Richardson and John Troast. Kierthan and Mihir were present this evening, and Kierthan explained that their work consisted of three main components:

- Fact checking parcel property data for CM land use and development potential maps
- Updating email contact lists for MP outreach
- Mapping routes for Carlisle Public School (CPS) students to walk/bike to school this fall

Kierthan described that the fact checking involved a vacant lot check, physically visiting the lots to confirm they are currently vacant, and a land use code check. He explained that they then compiled a detailed spreadsheet of all data, including land use codes. Regarding walkable routes to CPS, Kierthan described that they first incorporated the 2019 locations of all bus stops within 1.5 miles of the school (obtained from the school's website) into a GIS map, and mapped possible walking routes. They then confirmed those routes on the ground, walking or biking each route, using the Strava mobile phone application to gather the route data, which they then uploaded into a GIS database. Janne added that the interns' information and maps will be finalized and shared with the School Superintendent.

Janne briefly summarized intern John Troast's work on mapping of historic resources, explaining that John is developing maps of all historical resources in town, including the properties and areas in the Historical Resources Survey of 2009 (contracted by the Historical Commission), and also of colonial cellar holes, the latter being translated from a hand-drawn map to GIS. Janne further explained that historic resources data as well as the master plan land use is being consolidated in a database that can be used for ongoing GIS analysis.

Janne summarized the work of the website team whose members are Colin Doherty, Kiran Dsouza and Vevey Zhan. Janne explained that these student interns have constructed the architecture for the new interactive MP website that will allow people to provide input and engage in discussions. Additionally, the students have been creating databases to capture input from residents. Janne described that the homepage of the site will have welcome information, project updates and events. A 'Participate' page will have a sign-up link to receive information and updates, an 'idea wall' for comments and an 'input map' for suggestions involving a specific location. There are also 'Discussion Rooms' on topics such as housing, community and other topics TBD. A 'Snapshot' page will include the Existing Conditions

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reports, and a 'Project Information' page will have FAQs, presentation materials, and MPSC information. Residents will also be able to provide input simply by email. Janne added that the interns are setting up the site such that we can upload our information and go out to the public for input.

Committee members expressed their appreciation for all that the students have accomplished, and the high quality of their work. Stacy pointed out the very intuitive design of the website. She asked how the input to the site would be moderated, and Janne noted that the PB asked about this as well, and that she, Madeleine and Barney will seek out a resident who can help with this next step of privacy, monitoring and control for the site. John asked if the site will be able to interface with a smart phone, and Janne said that the interns have designed it with this capability.

#### **Discussion of revised MP schedule and options for moving forward**

Janne reported that CM had delivered all materials last week via a dropbox link, and she planned to send specific key documents out to the Committee. She said that the materials are very organized and that there were some pleasant surprises in terms of unexpected content. The materials include: a master word document of vision, goals and recommendations, a list of documents provided, Existing Conditions reports, an Excel workbook on demographics, a map folder (with maps in "illustrator" software), and a public meetings and outreach folder. Janne explained that she, Barney and Madeleine are discussing an overall organization of the documents, as there are now several Dropboxes of materials which should be consolidated.

Janne reminded the Committee that at the last meeting when options for moving forward were discussed, no one was in favor of the extremes of either hiring a new consultant to complete the remaining scope or tying up loose ends and mothballing things at this point. Most members preferred an intermediate option of hiring specific experience for specific MP tasks. Janne explained that she, Barney and Madeleine have had some discussions on this, and that they agree that the first step is to figure out where we stand by reviewing all the information from CM.

Janne had prepared a spreadsheet of tasks and responsibilities, which she asked Committee members to review on their own. She proposed that there are 4 large areas of work:

- Managing the MP process
- Public engagement and communication
- Planning analysis
- Report writing and documentation (ongoing)

Janne briefly reviewed the scope of each area with the Committee. Concerning Planning Analysis, she felt that CM had provided a good start on this, but that data needed to be fact checked and certain zoning bylaws should be examined in detail. Janne pointed out that managing the MP process is a huge amount of work for a volunteer, and that she felt assistance is needed with overall project management, GIS technology and graphic design.

Committee members discussed hiring a project manager and many members expressed their agreement with the idea. They discussed two options: a shorter-term arrangement to help review and organize the MP information we have at this point, and to help set a course forward, or hiring a project manager for the long term. Madeleine suggested that the Committee should reassess how it is organized before taking on a consultant. Janne suggested the Committee do its own internal review of all MP info that CM provided, check the information they have provided, and decide if there are additional analyses that

should be done. She suggested spending the next meeting discussing the 4 major areas of work, what we have and where the gaps are, in order to help determine what assistance may be needed.

Bob suggested that the Committee hire a project manager who can continue participation for the duration of the project, further suggesting that this should happen as soon as possible. Janne agreed on the long term duration, and said that while we know what we need to do, there are some particular things we need assistance with, and the breadth and volume of information is so great that we need someone to help the Committee move forward. The Committee discussed that depending on the cost involved, the process for a new hire may have to go out to bid.

Barney said that she felt reluctant to put significant funds into hiring someone, and suggested that the MPSC hire a project manager for a few months to help organize and establish what needs to be done, with key Committee members then managing the project further. Madeleine pointed out that the PB has to approve these expenses, and that the PB has asked for an update at its 8/24/20 meeting, and has expressed interest in knowing what has been learned from the experience with CM, and what adjustments may be made going forward. Bob pointed out that a project manager role is a different process than an MP consultant. It is more of a best efforts' assignment, and likely seen as less risky.

Janne felt strongly that a long-term project manager is needed, as the MP process is too big a job for a volunteer committee to handle alone without a planning consultant. Several Committee members felt that a project manager who is also an experienced planner will be key. Bob suggested that the MP status and situation be spelled out to anyone interviewing, and that person should be asked how they would address this situation going forward.

Janne asked members to come to the next meeting with a better understanding of a scope and job description for a project manager, to help us to better decide how we want to go fwd. Stacy asked Janne if she would list the bullet points of what tasks/areas will be most important for a consultant – what would she want them to oversee – and provide it to the Committee. Barney asked the Committee members to review CM's work before the next meeting.

#### Minutes

The Board reviewed the draft Minutes from the 7/8/20 meeting. Barney moved to approve the Minutes as drafted, Stacy seconded the motion, and it was approved 7-0-1 (Lynne abstained) by roll call vote.

The Board reviewed the draft Minutes from the 7/22/20 meeting. Barney moved to approve the Minutes as drafted, Lynne seconded the motion, and it was approved unanimously (8 - 0) by roll call vote.

Barney updated the Committee that the members working on the second survey have met to discuss content, and they feel that first conducting a survey on the impact of Covid-19 on Carlisle would be a good idea. Such a survey would provide insight on how best to develop and deliver the second MP survey. It would also assist in development of an MP that is sensitive to Covid-19 matters. The Committee agreed with this idea.

The meeting was adjourned at 8:41 pm.  
Respectfully submitted,  
Gretchen Caywood

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# Master Plan Work

Mihir Singh, William Chaffin,  
Kierthan Lathrop, Karsten DeMay,  
and Peter Richardsen

Summer  
Intern-  
Mapping  
Group

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## Projects we've worked on

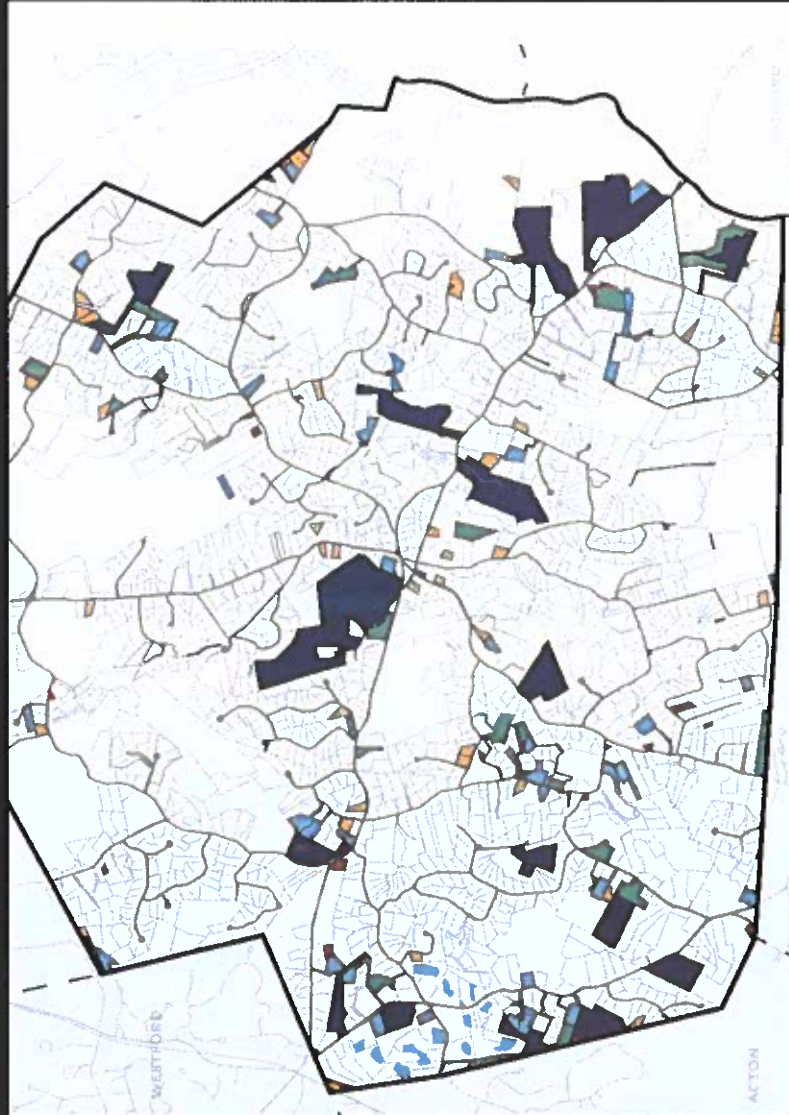
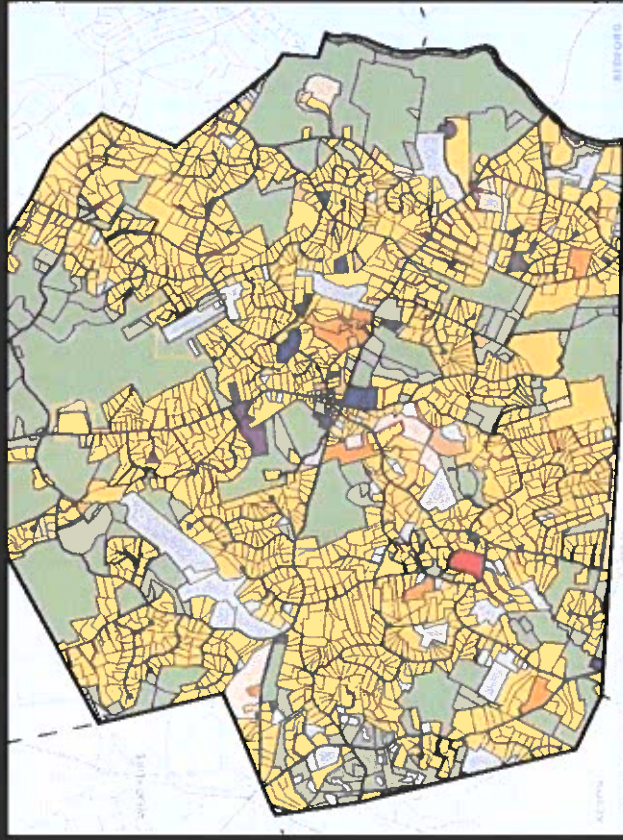


1. Fact Checked Parcel Property Data
2. Updated Email Lists
3. Mapped Routes for CPS Students to walk to school

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# Parcel Fact Checking



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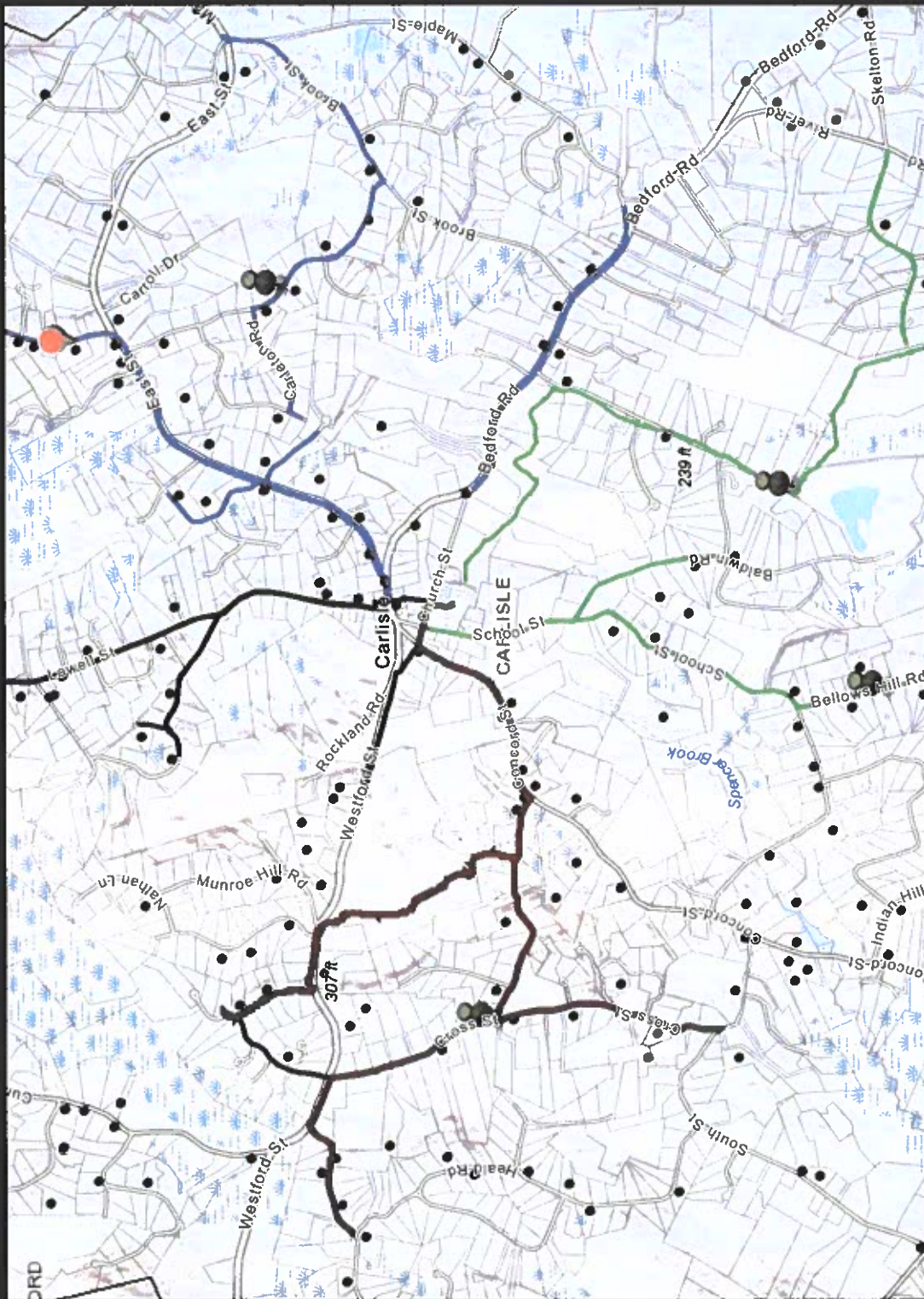




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Planning  
Walkways to  
school

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~40 Bus stops (both elementary and middle school) that were within 1.5 miles safe walking distance from the school

Reduces the amount of children on buses

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# Carlisle Historic Resources GIS Mapping



Summer  
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Historic  
Mapping  
work

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# Why Map Historic Resources?

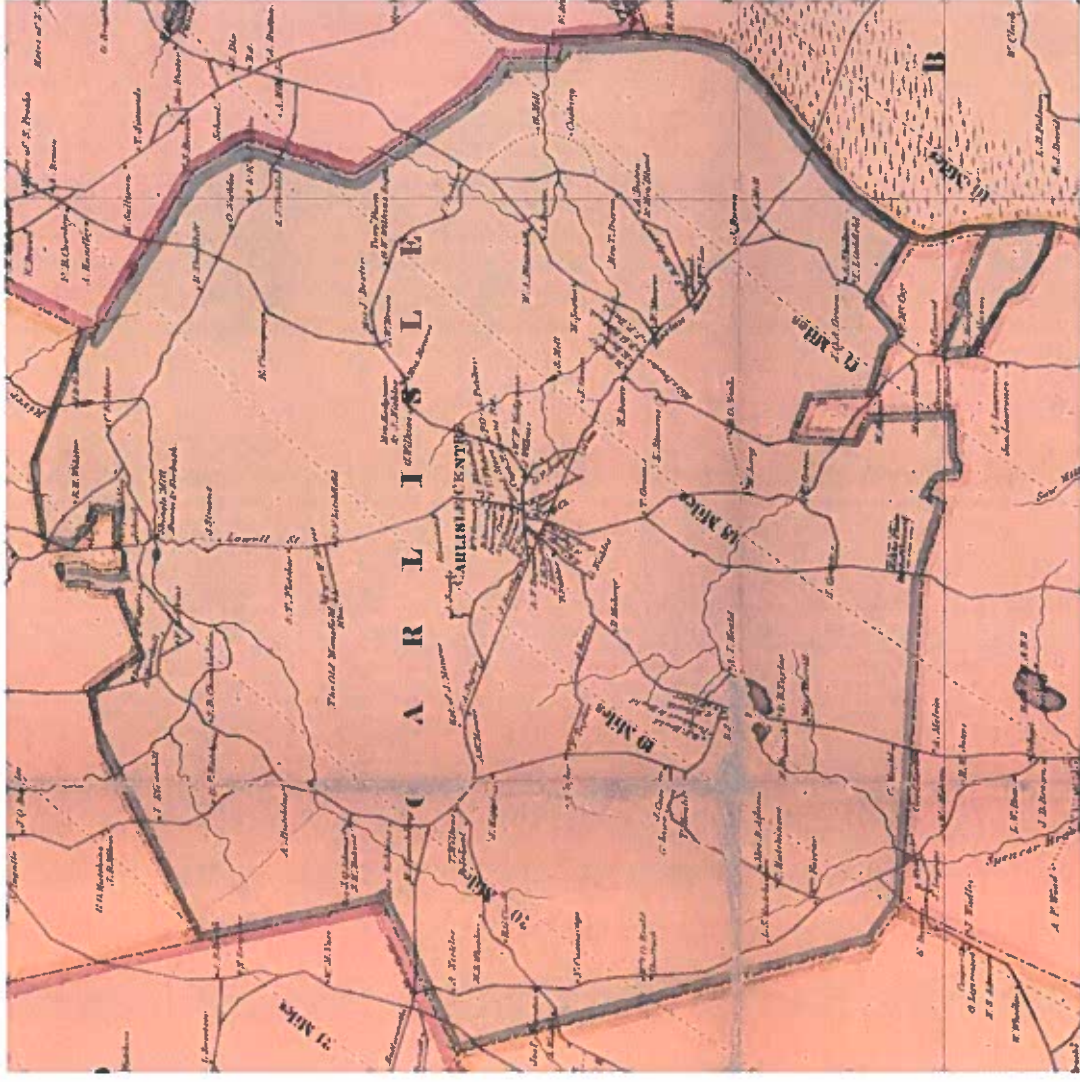
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# Understanding the layout and distribution of historic resources

Understanding where clusters of historic resources are located can help us understand how our town has grown over the centuries.

Pictured at Right: Map of Carlisle  
Ca. 1867



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# Understanding which properties are locally or Nationally significant



**Above: Sorli Farm is eligible for listing on the National Register of Historic Places**



**Above: The Carlisle Photovoltaic House on Monroe Hill Road was a prototype home built by Lincoln Labs in 1980. It is considered by MIT to be the world's first solar powered, energy independent house.**

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# To protect Native American and Colonial historic sites

Native American Cultural Sites and Colonial sites are all too often forgotten.

By mapping these locations, we can help ensure these historic sites are protected.

Pictured at Right: The Davidson Farm on Bedford Road is believed to have been home to a Native American Settlement in the distant past. Today, the land is owned by the town and known as the Mosley - Goff Property



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# Understand which buildings qualify as Distinctive Structures

Barns and other outbuildings built before 1932 can qualify as “distinctive structures.” This designation under the town’s Distinctive Structure’s Bylaw allows them to be converted into businesses, offices, or accessory units.

Distinctive structures could present an opportunity for the town to increase its commercial base in an unobtrusive way.



Clark Farm Barn (ca. 1850): A Distinctive Structure

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# Understand which properties are grandfathered for two family use

All homes built before 1962 can be converted to two family residences without special approvals or permits. This presents an opportunity to grow Carlisle's affordable housing stock.

By mapping these "grandfathered" properties, the town will have a better understanding of where they are located and how many exist.

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The Forbush - Japp House on Bedford Road (Ca. 1778) Could be converted to a two family residence.



# A Future Demolition Delay Bylaw

Carlisle is one of the only towns in Middlesex County that doesn't have a demolition delay bylaw.

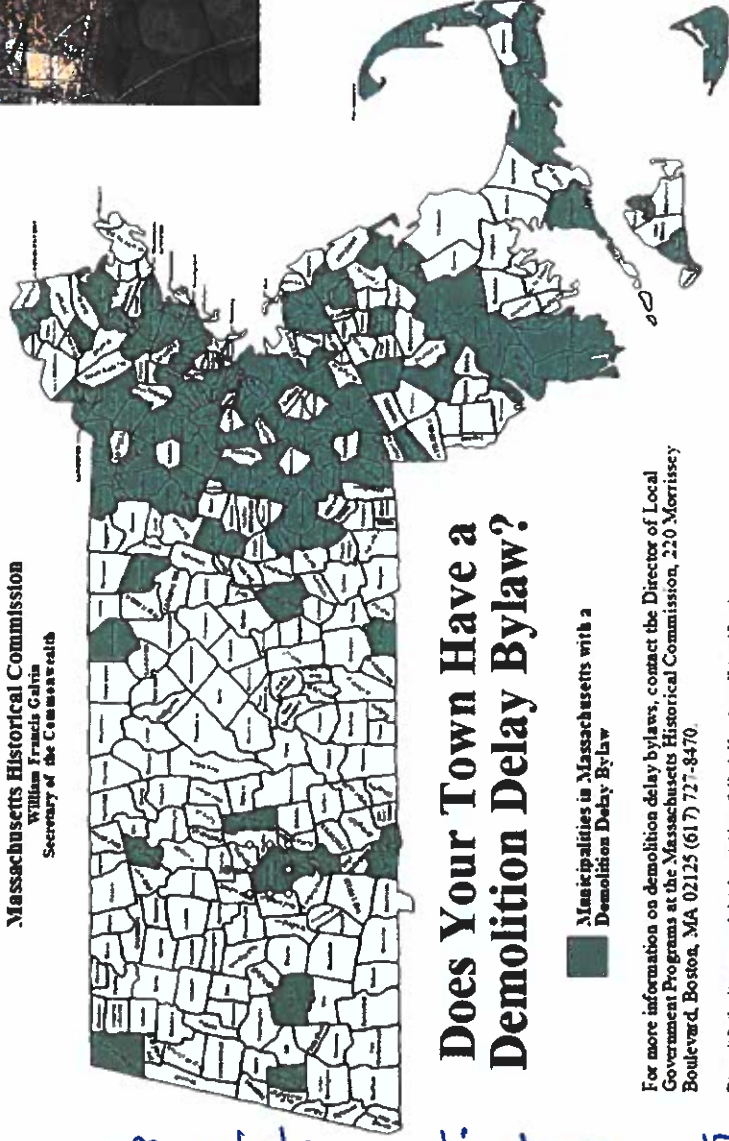
This means that none of the historic resources outside the historic district are protected



Above: The Parlin Farmhouse (built in 1726) is one of Carlisle's five oldest homes.

Unfortunately, it is at risk of being demolished

Massachusetts Historical Commission  
William Francis Galvin  
Secretary of the Commonwealth



Does Your Town Have a Demolition Delay Bylaw?

■ Municipalities in Massachusetts with a Demolition Delay Bylaw

For more information on demolition delay bylaws, contact the Director of Local Government Programs at the Massachusetts Historical Commission, 220 Morrissey Boulevard, Boston, MA 02125 (617) 727-8470.

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# Maps in Progress

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# Historic Buildings and Areas Map

**Massachusetts Historical Commission**  
 William Francis Galvin, Secretary of the Commonwealth

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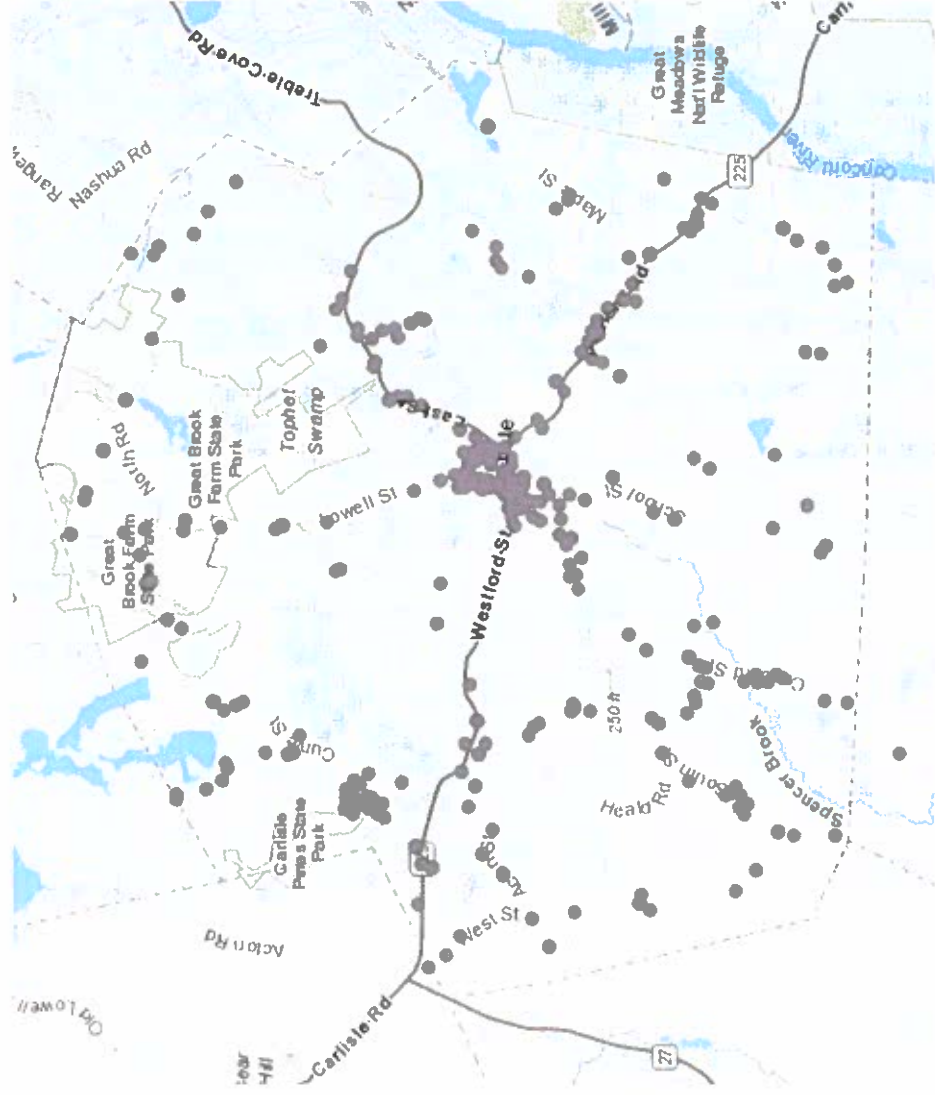
## Massachusetts Cultural Resource Information System **MACRIS**

*Scanned forms and photos now available for selected towns!*

The Massachusetts Cultural Resource Information System (MACRIS) allows you to search the Massachusetts Historical Commission database for information on historic properties and areas in the Commonwealth.

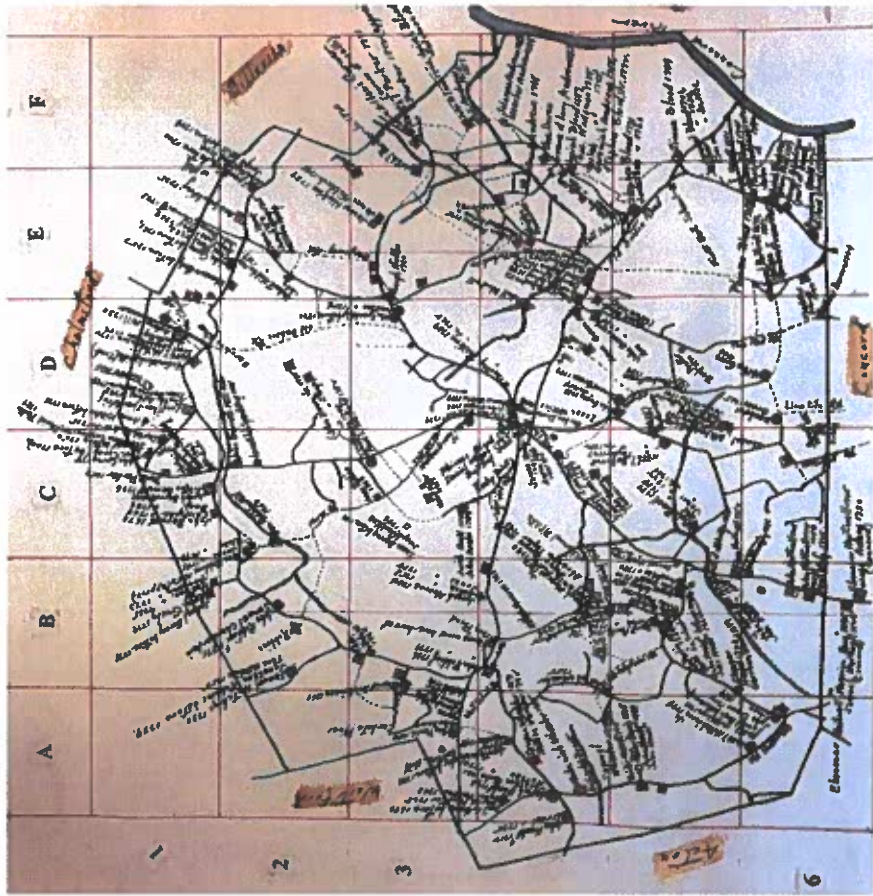
Users of the database should keep in mind that it does not include information on all historic properties and areas in Massachusetts, nor does it reflect all the information on file on historic properties and areas at the Massachusetts Historical Commission.

[Click here to begin your search of the MACRIS database.](#)

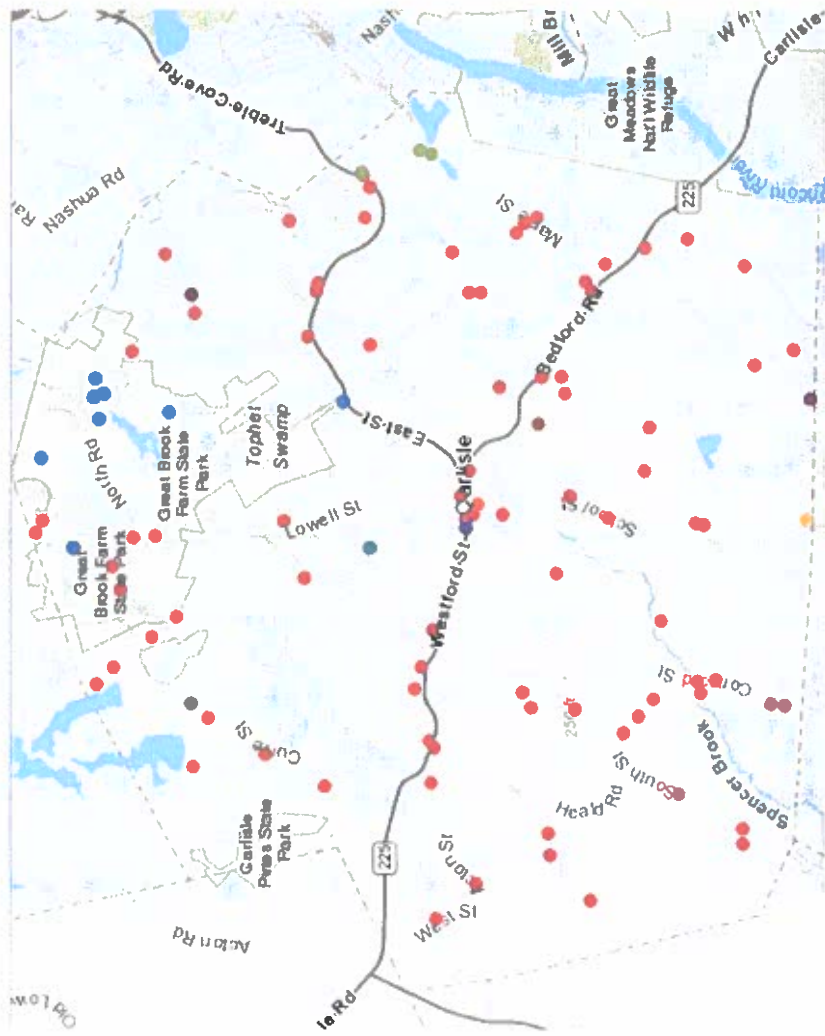


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# Colonial Cellar Hole Map



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# Proposed Future GIS Map layers:

Native American Cultural Heritage Site layer

Historic/Scenic Landscapes layer

Distinctive Structures layer

Map of homes built before 1962

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